



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS
FLEET & FAMILY READINESS PROGRAM

VACANCY ANNOUNCEMENT

ANNOUNCEMENT # JB-00310
POSITION : COOK NA-7404-04
LOCATION: THE CLUB
SALARY: \$13.16

LOCATION: JB ANACOSTIA-BOLLING

OPEN: 11 AUG 2010

CLOSE: OPEN CONTINUOUS

AREA OF CONSIDERATION: ALL SOURCES

☐ Regular Full-Time (35-40 Hours Per Week) ☐ Regular Part-Time (20-34 Hours Per Week)
☒ Flexible Schedule (0-40 Hours Per Week)

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/ndw/Jobs/index.htm>)
To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032.
A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please Direct Inquiries to:
(202)767-5206

DUTIES AND RESPONSIBILITIES:

Performs a full range of simple cooking tasks by preparing and cooking items requiring little or no processing such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables. Prepares all forms of hot cereals; broils meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings. Prepares convenience items such as frozen hash browns, fish fillets, and chicken nuggets. May prepare and bake pizza. Prepares foods by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, and breading. Weighs, measures, and dispenses foods in accordance with portion controls. Mixes ingredients according to precisely written recipes. Sets up and replenishes salad bar. Covers, dates, and stores leftovers according to established procedures. Cleans and maintains equipment and work areas. Maintains accurate food inventories and rotates stock items to prevent spoilage.
Performs other related duties as required.

Skills and Knowledge: Working knowledge of the methods and procedures relating to food preparation in small quantities, and the skill to apply such information to cook a limited variety of prepared foods. Ability to read and understand written food service material such as food labels, standardized recipes, etc. Ability to perform basic arithmetic computations in multiplying ingredients for a recipe and calculating how many servings. Knowledge of the characteristics of various foods such as color, flavor, consistency, texture, and temperature and cooking time required. Skill in planning, coordinating and timing sequence of steps required to have all menu items ready for serving at specified time. Knowledge of sanitation principles.

Responsibility: Receives assignments in form of written and oral instruction from immediate supervisor who "spot checks" work to ensure it is being performed properly and is available to answer technical questions. Responsible for the proper use and cleaning of equipment, safety practices, personal hygiene, and conformance with sanitation requirements. Detailed instructions are provided on new or more difficult work. Work is evaluated in terms of quality of food cooked and adherence to instructions and time schedules.

Physical Effort: Work requires continual standing and walking, and frequent stooping, reaching, pushing and pulling, and bending. Frequently lifts or moves objects weighing up to 40 pounds unassisted, and occasionally lifts or move objects weighing over 40 pounds with the assistance of lifting devices or other workers.

Working Conditions: Kitchens are often warm and noisy. Exposed to steam, fumes, odors, danger of falling, burns, and cuts. Exposed to extremes in temperatures when entering walk-in refrigerators from the warm kitchen.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.